

Oregon Wing CAP Wing Staff Procedure

24 July 2005

Title: Mandated Training Tracking

Purpose: This procedure states how the wing tracks mandated training and responds when training is required.

Process:

1. The Wing Director of Personnel downloads and checks the CAPWATCH database monthly for the following mandatory training:
 - a. Cadet Protection
 - b. Other
2. Whenever a member is identified as having to complete training that is assigned to wing Headquarters, the ORWG/DP notifies the Wing Commander, Vice Commander and Chief of staff. The Wing Chief of Staff contacts the staff member and arranges the required training.
3. Whenever a member assigned to a unit other Wing HQ, is identified as having to complete training that is assigned to a unit, the ORWG/DP notifies the Wing Commander, Vice Commander and Chief of staff. The Wing Vice Commander contacts the unit commander and enquires on the training status.
4. In both cases, the member is told of any restrictions on their duties or activities that must be imposed until the training is complete. Examples include:
 - a. No work with cadets is allowed until cadet protection training is complete.
 - b. Other restrictions that may apply
5. The Director of Personnel makes a monthly report to the Wing Commander, Vice Commander, and Chief of Staff on the status of all required training.

Forms:

1. none

Related regulations:

CAPR 52-10 CAP Cadet Protection Policy